Documentation to the Common Core of Data Local Education Agency Geographical Reference Files: School Year 2007-08

Version 1a

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Chen-Su Chen
National Center for Education Statistics

Doug Geverdt
U.S. Census Bureau

U.S. Department of Education
Arne Duncan
Secretary

Institute of Education Sciences
John Q. Easton
Director

National Center for Education Statistics
Stuart Kerachsky
Deputy Commissioner

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> 1990 K Street NW
> Washington, DC 20006-5651

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I. Introduction to the CCD Local Education Agency Geographical Reference Files: School Year 2007-08

I.1 The Common Core of Data System

The Common Core of Data (CCD) nonfiscal surveys consist of data submitted annually to NCES by state education agencies (SEAs) in the 50 states, the District of Columbia, Puerto Rico, the four outlying areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands), the Department of Defense (DoD) dependents schools (overseas and domestic), and the Bureau of Indian Education (BIE). In order to provide data comparable across states, NCES and representatives of SEAs have worked since the 1950s to develop and accept common data items and definitions. School, local education agency (LEA), and state education data for the CCD are collected through the U.S. Department of Education's Education Data Exchange Network (EDEN). The data are edited by the U.S. Census Bureau and maintained in machine-readable datasets by NCES. They are used to produce general-purpose publications and specialized reports. The principal users of CCD nonfiscal data are the federal government; the education research community; state and local government officials, including school boards and LEA administrators; and the general public. The purpose of the CCD nonfiscal surveys is to provide a listing of all schools and agencies that provide free public elementary and secondary education in the United States and its jurisdictions, along with basic descriptive statistical information on each school and agency listed.

The CCD system provides variables that enable the data provider and the data user to identify and select records according to the categories of interest. The Local Education Agency Universe data file includes the following variables: NCES agency ID number, state agency ID number, agency name, phone number, mailing address, physical location address, agency type code, supervisory union number, Federal Information Processing Standards (FIPS) county code, county name, core based statistical area (CBSA) code, metropolitan/micropolitan code, metropolitan status code, district locale code, congressional district code, operational status code, low/high grade span offered, agency charter code, number of schools, number of full-time- equivalent (FTE) teachers, number of ungraded students, number of PK–12 students, number of migrant students served in summer programs, number of special education/Individualized Education Program (IEP) students, number of English language learner (ELL) students, and FTE (full-time equivalent) counts of staff in several instructional, administrative, and support categories.

I.2 Geographical Reference Files

The geographical reference files are provided for users who may want expanded information about the geographic characteristics of LEAs. For example, while the 2007-08 school year LEA universe file includes the county in which an LEA's central office is located, the geographical reference file includes all of the counties that are within, or intersect with, the LEA's physical boundary. Records on the geographical reference files can be linked with records on the LEA universe file by using the LEA ID.

The 2007-08 geographical reference files include five separate files: County File, Congressional District File, Combined Statistical Area File, Core Based Statistical Area, and New England City and Town Area File. Each file has a total of 18,090 LEAs. However, each file can contain multiple records for a single LEA. For example, if an LEA includes three congressional districts, the LEA will have three records in the Congressional District file.

The files, and the number of records in each, are as follows.

- County File contains 23,898 records.

- Congressional District (CD) File contains 21,228 records.

- Combined Statistical Area (CSA) File contains 19,101 records.

- Core Based Statistical Area (CBSA) File contains 21,273 records.

- New England City and Town Area (NECTA) File contains 18,170 records.

The variables in each file are defined in details in section II. User's Guide.

I.3 Data Sources

The data in these files are taken from three sources. The four variables common to all files (FIPST code, state name, NCES-assigned LEA ID, and LEA name) are taken from the Common Core of Data Local Education Agency Universe File: School Year 2007-08, version 1a. The rest of the geographical variables in the five files are taken from the U. S. Census Bureau's Topographically Integrated Geographic Encoding and Referencing (TIGER) system for 2008 and the 2007 Office of Management and Budget (OMB) CBSA components.

II. User's Guide

Data users should be aware of certain conditions regarding each variable on the files. The code in parentheses before the variable name indicates the field name, which is also referenced in Appendix A – Record Layout for the Local Education Agency Geographical Reference Files.

II.1 County File: School Year 2007-08

(FIPST) FIPS Code. Each record contains a Federal Information Processing Standards (FIPS) code.

(STNAME) State Name. Each record contains a location state.

(LEAID) NCES Local Education Agency ID. Each record includes a unique 7-character identifier for the agency. The first two characters are the Federal Information Processing Standards (FIPS) code for the state or other jurisdiction. Characters 3 through 7 identify the individual LEA within the

state. When combined with the state FIPS code (characters 1 and 2) this segment provides a unique identifier for each LEA.

(LEANAME07) Name of Local Education Agency. NCES reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(COUNTYID07) County ID. The county ID assignment is based on the LEA boundary. Because an LEA boundary may encompass territory in more than one county, there can be multiple records for a single LEA. There are 4,434 LEAs with a value of 'N' (not applicable) for this field and the county name variable because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

Please note that in the CCD Local Education Agency Universe File: School Year 2007-08, each LEA was linked to only one county based on the location of the administrative office.

(COUNTYNAME07) County Name. Each valid county ID corresponds to a county name.

(COUNTYAREA07) Land Area – square miles. If an entire county falls within an LEA's boundary, the total land area of the county is reported; if part of a county falls within an LEA, the land area of only that part of the county is reported. There are 4,434 LEAs with a value of '-2' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

II.2 Congressional District (CD) File: School Year 2007-08

(FIPST) FIPS Code. Each record contains a Federal Information Processing Standards (FIPS) code.

(STNAME) State Name. Each record contains a location state.

(LEAID) NCES Local Education Agency ID. Each record includes a unique 7-character identifier for the agency. The first two characters are the Federal Information Processing Standards (FIPS) code for the state or other jurisdiction. Characters 3 through 7 identify the individual LEA within the state. When combined with the state FIPS code (characters 1 and 2) this segment provides a unique identifier for each LEA.

(LEANAME07) Name of Education Agency. NCES reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(CDID07) Congressional District Code. Congressional Districts are legislatively defined subdivisions of a state for the purpose of electing representatives or delegates to the House of Representatives of the United States Congress. Congressional boundaries represent districts for the 110th Congress. (Texas and Georgia redistricted for the 110th, but all other states held the same boundaries from the 109th Congress.) A state or equivalent entity may comprise a single congressional district or similar representational area. The Federal Information Processing Standard (FIPS) provides the structure of numeric codes for representing congressional districts and similar areas defined for the various Congresses of the United States. The Congressional Districts Codes are two-digit numeric codes used to represent the congressional districts of each multi-district state of the United States. For example, the First Congressional District is identified as "01", the Second Congressional District as "02," etc. The Congressional District in a state with only a single representative elected "at large" is designated as "00". In the 110th Congress, this applied to Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, and Wyoming. The District of Columbia is designated as "98" due to its nonvoting delegate. Although congressional district codes are unique within each state and equivalent entity, and for each Congress, the congressional districts in different states may have the same code. For example, the First Congressional District of Alabama and of Arizona are both coded "01". Since the CCD requires the identification of congressional districts in more than one state, the congressional district code is preceded by the FIPS State numeric code. For example, the First Congressional District of Arizona is coded "0401", with the first two digits (04) representing the FIPS State numeric code.

The Congressional District assignment is based on the LEA boundary. Because an LEA boundary may encompass territory in two or more different Congressional Districts, there can be multiple records for a single LEA. There are 4,435 LEAs with a value of 'N' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

Please note that in the CCD Local Education Agency Universe Survey: School Year 2007-08, each LEA was linked to only one Congressional District based on the location of the administrative office.

(CDAREA07) Land Area – square miles. If an entire CD falls within an LEA's boundary, the total land area of the CD is reported; if part of a CD falls within an LEA, the land area of only that part of the CD is reported. There are 4,435 LEAs with a value of '-2' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

II.3 Combined Statistical Area (CSA) File: School Year 2007-08

(FIPST) FIPS Code. Each record contains a Federal Information Processing Standards (FIPS) code.

(STNAME) State Name. Each record contains a location state.

(LEAID) NCES Local Education Agency ID. Each record includes a unique 7-character identifier for the agency. The first two characters are the Federal Information Processing Standards (FIPS) code for the state or other jurisdiction. Characters 3 through 7 identify the individual LEA within the state. When combined with the state FIPS code (characters 1 and 2) this segment provides a unique identifier for each LEA.

(LEANAME07) Name of Education Agency. NCES reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(CSAID07) CSA ID. The Combined Statistical Area assignment is based on the LEA boundary. Because an LEA boundary may encompass territory in more than one CSA, there can be multiple records for a single LEA. Further, if an LEA boundary encompasses territory in a non-CSA, one of the records associated with the LEA would contain the value of 'O" (outside CSA) for this field and the CSA name. For example, Arab City School District has two records on the file: the first record contains a value of "142" (Birmingham-Hoover-Cullman, AL Combined Statistical Area) and the second record contains a value of 'O' (outside CSA) to indicate the territory outside of the CSA.

There are 4,434 LEAs with a value of 'N' (not applicable) for this field and the CSA name variable because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

Please note that in the CCD Local Education Agency Universe File: School Year 2007-08, each LEA was linked to only one CSA based on the location of the administrative office.

(CSANAME07) CSA Name. Each valid CSA ID corresponds to a CSA name.

(CSAAREA07) Land Area – square miles. If an entire CSA falls within an LEA's boundary, the total land area of the CSA is reported; if part of a CSA falls within an LEA, the land area of only that part of the CSA is reported. For the records that contain the value of "O" (outside CSA) for the CSA ID/name, this variable indicates the land area of the non-CSA portion of the LEA. Further, if an entire LEA falls outside a CSA, this variable indicates the total land area of the territory within the LEA boundary. There are 4,434 LEAs with a value of '-2' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

II.4 Core Based Statistical Area (CBSA) File: School Year 2007-08

(FIPST) FIPS Code. Each record contains a Federal Information Processing Standards (FIPS) code.

(STNAME) State Name. Each record contains a location state.

(LEAID) NCES Local Education Agency ID. Each record includes a unique 7-character identifier for the agency. The first two characters are the Federal Information Processing Standards (FIPS) code for the state or other jurisdiction. Characters 3 through 7 identify the individual LEA within the state. When combined with the state FIPS code (characters 1 and 2) this segment provides a unique identifier for each LEA.

(LEANAME07) Name of Education Agency. NCES reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(CBSAID07) CBSA ID. The Core Based Statistical Area assignment is based on LEA boundary. Because an LEA boundary may encompass territory in more than one CBSA, there can be multiple records for a single LEA. Further, if an LEA boundary encompasses territory in non-CBSA, one of the records associated with the LEA would contain the value of 'O" (outside CBSA) for this field and the CBSA name. For example, Dewitt School District has two records on the file: the first record contains a value of "38220" (Pine Bluff, AR Metropolitan Statistical Area) and the second record contains a value of 'O' (outside CBSA) to indicate the territory outside of the CBSA.

There are 4,434 LEAs with a value of 'N' (not applicable) for this field and the CSA name variable because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

Please note that in the CCD Local Education Agency Universe Survey: School Year 2007-08, each LEA was linked to only one CBSA based on the location of the administrative office.

(CBSANAME07) CBSA Name. Each valid CBSA ID corresponds to a CSBA name.

(CBSAAREA07) Land Area – square miles. If an entire CBSA falls within an LEA's boundary, the total land area of the CSA is reported; if part of a CBSA falls within an LEA, the land area of only that part of the CBSA is reported. For the records that contain the value of "O" (outside CBSA) for the CBSA ID/name, this variable indicates the land area of the non-CBSA portion of the LEA. Further, if an entire LEA falls outside a CBSA, this variable indicates the total land area of the territory within the LEA boundary. There are 4,434 LEAs with a value of '-2' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

II.5 New England City and Town Area (NECTA) File: School Year 2007-08

(FIPST) FIPS Code. Each record contains a Federal Information Processing Standards (FIPS) code.

(STNAME) State Name. Each record contains a location state.

(LEAID) NCES Local Education Agency ID. Each record includes a unique 7-character identifier for the agency. The first two characters are the Federal Information Processing Standards (FIPS) code for the state or other jurisdiction. Characters 3 through 7 identify the individual LEA within the state. When combined with the state FIPS code (characters 1 and 2) this segment provides a unique identifier for each LEA.

(LEANAME07) Name of Education Agency. NCES reviewed any record filling the 60 characters assigned and may have adjusted the agency name to improve readability (i.e., applied standard abbreviations).

(NECTAID08]) NECTA ID. The New England City and Town Area assignment is based on the LEA boundary. The NECTAs only exist in some parts of New England. Because an LEA boundary may encompass territory in more than one NCETA, there can be multiple records for a single LEA. Further, if an LEA boundary encompasses territory in non-NECTA, one of the records associated with the LEA would contain the value of 'O" (outside NECTA) for this field and the NECTA name. For example, Quabbind School District has two records on the file: the first one contains a value of "79600" (Worcester, MA-CT Metropolitan NECTA) and the second record contains a value of 'O' (outside NECTA) to indicate the territory outside of the NECTA.

There are 4,434 LEAs with a value of 'N' (not applicable) for this field and the NECTA name variable because they were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

(NECTANAME07) NECTA Name. Each valid NECTA ID corresponds to a NECTA name.

(NECTAAREA07) Land Area – square miles. If an entire NECTA falls within an LEA's boundary, the total land area of the NECTA is reported; if part of a NECTA falls within an LEA, the land area of only that part of the NECTA is reported. For the records that contain the value of "O" (outside NECTA) for the NECTA ID/name, this variable indicates the land area of the non-NECTA portion of the LEA. Further, if an entire LEA falls outside a NECTA, this variable indicates the total land area of the territory within the LEA boundary. There are 4,434 LEAs with a value of '-2' (not applicable) for this field because those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

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**Record Layout for the Local Education Agency Geographical Reference Files:
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County File: School Year 2007-08

Variable Name	Order	Data Type*	Description
FIPST	1	AN	Federal Information Processing Standards (FIPS) state code.
STNAME	2	AN	State Name.
LEAID	3	AN	NCES Local Education Agency ID. The first two positions of this field are also the Federal Information Processing Standards (FIPS) state code.
LEANAME07	4	AN	Name of the LEA.
COID07	5	AN	County ID. County assignment is based on the LEA boundary. Note that because an LEA boundary may encompass territory in more than one county, there can be multiple records for a single LEA.
			The value of 'N' (not applicable) for this field and the county name variable indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.
COUNTYNAME07	6	AN	County name.
COUNTYAREA07	7	N	If an entire county falls within an LEA's boundary, this variable indicates the total land area of the county; if part of a county falls within an LEA, this variable indicates the land area of only that part of the county.
			The value of '-2' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

*AN = Character Variable; N = Numeric Variable

Congressional District (CD) File: School Year 2007-08

Variable Name	Order	Data Type*	Description
FIPST	1	AN	Federal Information Processing Standards (FIPS) state code.
STNAME	2	AN	Sate name.
LEAID	3	AN	NCES Local Education Agency ID. The first two positions of this field are also the Federal Information Processing Standards (FIPS) state code.
LEANAME07	4	AN	Name of the LEA.
CDID07	5	AN	Congressional District assignment is based on the LEA boundary. Note because an LEA boundary may encompass territory in more than one CD, there can be multiple records for a single LEA.
			The value of 'N' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.
CDAREA07	6	N	If an entire CD falls within an LEA's boundary, this variable indicates the total land area of the CD; if part of a CD falls within an LEA, this variable indicates the land area of only that part of the CD.
			The value of '-2' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

*AN = Character Variable; N = Numeric Variable

Combined Statistical Area (CSA) File: School Year 2007-08

Variable Name	Order	Data Type*	Description
FIPST	1	AN	Federal Information Processing Standards (FIPS) state code.
STNAME	2	AN	State name.
LEAID	3	AN	NCES Local Education Agency ID. The first two positions of this field are also the Federal Information Processing Standards (FIPS) state code.
LEANAME07	4	AN	Name of the LEA.
CSAID07	5	AN	Combined Statistical Area assignment is based on the LEA boundary. Note that because an LEA boundary may encompass territory in more than one CSA, there can be multiple records for a single LEA.
			The value of "O" indicates the territory within an LEA boundary that falls outside CSA.
			The value of 'N' (not applicable) for this field and the CSA name variable indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.
CSANAME07	6	AN	CSA name.
CSAAREA07	7	N	If an entire CSA falls within an LEA's boundary, the total land area of the CSA is reported; if part of a CSA falls within an LEA, the land area of only that part of the CSA is reported. For the records that contain the value of "O" (outside CSA) for the CSA ID/name, this variable indicates the land area of the non-CSA portion of the LEA. Further, if an entire LEA falls outside a CSA, this variable indicates the total land area of the territory within the LEA boundary.
			The value of '-2' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

*AN = Character Variable; N = Numeric Variable

Core Based Statistical Area (CBSA) File: School Year 2007-08

Variable Name	Order	Data Type*	Description
FIPST	1	AN	Federal Information Processing Standards (FIPS) state code.
STNAME	2	AN	State name.
LEAID	3	AN	NCES Local Education Agency ID. The first two positions of this field are also the Federal Information Processing Standards (FIPS) state code.
LEANAME07	4	AN	Name of the LEA.
CBSAID07	5	AN	Core Based Statistical Area assignment is based on the LEA boundary. Note that because an LEA boundary may encompass territory in more than one CBSA, there can be multiple records for a single LEA.
			The value of "O" indicates the territory within an LEA boundary that falls outside CBSA.
			The value of 'N' (not applicable) for this field and the CBSA name variable indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.
CBSANAME07	6	AN	CBSA name.
CBSAAREA07	7	N	If an entire CBSA falls within an LEA's boundary, the total land area of the CBSA is reported; if part of a CBSA falls within an LEA, the land area of only that part of the CBSA is reported. For the records that contain the value of "O" (outside CBSA) for the CBSA ID/name, this variable indicates the land area of the non-CBSA portion of the LEA. Further, if an entire LEA falls outside a CBSA, this variable indicates the total land area of the territory within the LEA boundary.
			The value of '-2' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

*AN = Character Variable; N = Numeric Variable

New England City and Town Area (NECTA) File: School Year 2007-08

Variable Name	Order	Data Type*	Description
FIPST	1	AN	Federal Information Processing Standards (FIPS) state code.
STNAME	2	AN	State name.
LEAID	3	AN	NCES Local Education Agency ID. The first two positions of this field are also the Federal Information Processing Standards (FIPS) state code.
LEANAME07	4	AN	Name of the LEA.
NECTAID07	5	AN	New England City and Town Area assignment is based on the LEA boundary. Note that because an LEA boundary may encompass territory in more than one CBSA, there can be multiple records for a single LEA.
			The value of "O" indicates the territory within an LEA boundary that falls outside NECTA.
			The value of 'N' (not applicable) for this field and the NECTA name variable indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.
NECTANAME07	6	AN	NECTA name.
NECTAAREA07	7	N	If an entire NECTA falls within an LEA's boundary, the total land area of the NECTA is reported; if part of a NECTA falls within an LEA, the land area of only that part of the NECTA is reported. For the records that contain the value of "O" (outside NECTA) for the NECTA ID/name, this variable indicates the land area of the non-NECTA portion of the LEA. Further, if an entire LEA falls outside a NECTA, this variable indicates the total land area of the territory within the LEA boundary.
			The value of '-2' (not applicable) for this field indicates that those LEAs were either not geographically defined in the Census TIGER 2008 file or not operating (i.e., inactive, closed, and future LEAs) during the school year 2007-08.

*AN = Character Variable; N = Numeric Variable